

Revised: 8/27/2008	ARIZONA DEPARTMENT OF EDUCATION GUIDELINE & PROCEDURE	NO. EX-24
SUPERSEDES		SHEET 1 of 2
SUBJECT: ACADEMIC CONTEST FUNDS		FILING INSTRUCTIONS (Guidelines & Procedures Manual) Section: External As item: EX-24

I. PURPOSE

The purpose of this guideline is to clarify the procedures for applying and the distribution of the Academic Contest Funds.

II. GUIDELINE

- a. Pursuant to A.R.S. §15-1241(A)(B)(D) and State Board Rule R7-2-313, the State Board of Education shall establish an academic contest fund consisting of monies appropriated by the legislature or received by the state board of education as gifts or grants of monies for deposit in the academic contests fund. The state board of education shall prescribe rules for the distribution of fund monies to school districts and charter schools for the purpose of sending pupils who are state level winners of academic contests and their chaperons to the national levels of these contests so that the pupils may represent this state.
- b. This guideline applies to:
 - District schools and Charter schools
- c. This guideline does not apply to:
 - Private schools

III. PROCEDURE

Pursuant to State Board rule R7-2-313:

- a. The Superintendent of Public Instruction shall, at least annually, compile a list of national contests to be presented to the State Board of Education for approval. Contest requirements are:
 - Shall be sponsored by a recognized national organization.
 - Shall be academic in nature, motivate pupils to be creative and demonstrate excellence.
 - Shall be open to all pupils, regardless of race, creed, sex or national origin. Contests may separate pupils by age or grade level.
- b. School districts shall submit an application for academic contest funds to the Superintendent of Public Instruction for student and chaperone expenses. Requirements are:
 - No other sponsoring agency is assuming the total costs.
 - The participation of the students shall be the result of successfully competing at the local or state level, or both, of that contest.

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- The governing board of the school district in which the students attend shall approve the participation and travel of the students.
 - The fiscal agent applying for academic contest funds shall be an authorized district representative and responsible for the disbursement of travel funds.
 - A school district receiving academic contest funds shall submit a completion report and return any unused portion within 90 days after completion of travel to the Department of Education.
- c. Application review and approval; funding limitations.
- The State Board of Education shall annually set expenditure limitations for expenses of students and chaperones. These limitations shall be based on the number of applicants, monies available and current state travel regulations.
 - The Superintendent of Public Instruction shall review applications for academic contest funds and shall approve applications based upon the criteria set forth in this rule and the availability of funds.
- d. The designated representative of the school shall submit an application to the Arizona Department of Education, Office of Special Projects & Constituent Services by the set date.
- State Board of Education approves winners.
 - Recipients are announced.
 - Funds are mailed to fiscal agent.
 - Within 90 days of travel, Completion Report is due to the Arizona Department of Education, Office of Special Projects & Constituent Services.

*If you have any questions or comments concerning the interpretation or clarification of these guidance statements, please contact the Office of Legislative Guidelines (602)542-0384.